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Maintenance

**DROPPED OBJECT PREVENTION PROGRAM
(DOPP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes the process for reporting dropped objects; applicable to all levels of management pertaining to safety of flight and aircraft maintenance; applies to all active duty, Air Reserve Technicians, Air Force Reserves, civilian employees, and civilian contractor personnel who manage, fly, service, inspect, maintain, or repair 375th Airlift Wing (375 AW), Aero Club, and transient aircraft on Scott AFB. **This is a joint 375AW and 932AW instruction.** **NOTE:** The contents of this instruction were previously published in a Logistics Operating Instruction (LOI 21-103). However, due to the scope and purpose of the instruction, it has been rewritten as AWI 21-103, *Dropped Object Prevention Program (DOPP)*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

AWI 21-103 is aligned with AFI 21-101, *Aerospace Equipment Maintenance Management*, and AFI 21-101/AMC1; includes C-21A, transient, and Aero Club aircraft; includes prevention training requirements; revises checklist to new criteria; and clarifies reporting instructions. Maintenance Aircraft Coordination Center (MACC) is changed to Maintenance Operations Center (MOC).

1. References. AFI 21-101 and AFI 21-101/AMC1.

2. General.

2.1. The Maintenance Group Commander (MXG/CC) appoints the DOPP monitors from the 375/932 MXG/MXQ, Quality Assurance (QA) offices.

2.2. Upon appointment, the primary DOPP monitor will provide a copy of the signed letter via E-mail, attachment, or fax to the following offices:

2.2.1. 375/932 MXS/CC/MXM/MXMA/MXME.

2.2.2. 375 MOS/MXOOM (MOC).

2.2.3. 375/932 OG/CC.

2.2.4. 375/932 AW/CC/CV.

2.2.5. 15 AF/LGM.

2.2.6. HQ AMC/LGMMP.

2.3. Prevention of dropped objects is a priority concern.

2.3.1. All 375/932 MXG personnel who perform maintenance on aircraft will view the DOPP video annually at the Distance Learning Center. The G081 qualification course code, ACFT 650, will be updated upon completion.

2.3.2. All Contractor Logistic Support (CLS) personnel, Transient Alert contractors, and Aero Club employees must develop and administer training plan requirements for personnel who perform maintenance on their assigned aircraft.

3. Responsibilities.

3.1. Accurate, timely reporting is essential. When a dropped object is discovered, maintenance personnel will not perform any maintenance action or modify anything at the incident location. The affected aircraft will not depart until the DOPP monitor has investigated the incident and released the aircraft.

3.1.1. The production superintendent, expeditor, shift supervisor, site supervisor, or project manager will notify the MOC immediately upon discovery of the occurrence.

3.1.2. The MOC will immediately notify QA, Base Operations, 375 AW/SE, 375 MXG/CC, and 375/932 OG/CC.

3.1.3. 375 MXG/CC will immediately notify 375/932 AW/CC and 375/932 AW/CV.

3.1.4. Immediately after notifying the MOC, the production superintendent/expeditor, shift supervisor, site supervisor, or project manager will complete both sides of the Dropped Object Program Mishap Investigation Worksheet ([Attachment 1](#)), for each DOPP occurrence. The worksheet will be submitted to QA immediately after discovery for investigation and reporting to HQ AMC.

3.2. The DOPP monitor will investigate each dropped object incident immediately upon notification and make an initial dropped object report telephone message through the MOC, 375 MXG/CC, and 375 AW/CC to HQ AMC/LGMMP at DSN 779-2034, Comm (618) 229-2034. He/she will contact 375 OG/CC for incidents involving C-21A aircraft.

3.2.1. The DOPP monitor will request support from the CLS contractor site supervisor through 458 AS/DOXQ, Quality Assurance Representative (QAR), and MOC for incidents on Scott AFB-assigned C-21A aircraft. The wing DOPP monitor will accompany and assist the CLS contractor site supervisor and QAR with the investigation. The CLS contractor site supervisor will provide information IAW the current contract to Defense Contracting Management Agency (DCMA)/DCMDE-GLOR and to the DOPP monitor for reporting to HQ AMC.

3.2.2. Geographically Separated Unit (GSU)-assigned CLS contractor site supervisors and QARs will assist the DOPP monitor with their assigned aircraft. They will coordinate with the host-base DOPP monitor (where appointed) to investigate each dropped object incident immediately upon

notification. The CLS contractor site supervisor will provide information IAW the current contract to DCMA/DCMDE-GLOR and the DOPP monitor for inclusion in a report to HQ AMC. The GSU CLS contractor site supervisors and QARs will provide the wing DOPP monitor with sufficient data and photographs to generate a report for reporting, trending, and tracking purposes. GSU CLS contractor site supervisors and QARs will request host-base DOPP monitor support (where available) during the investigation and use (see [Attachment 2](#) of this instruction) to document the information needed by the DOPP monitor.

3.2.3. The DOPP monitor will request support from 375 MOS/MXOPT, Transient Alert Quality Assurance Personnel (QAP), through the MOC for incidents on transient aircraft. The QAP will accompany and assist the DOPP monitor with the investigation.

3.2.4. The DOPP monitor will request support from 375 SVS/SVRA, Installation Maintenance Advisor, through MOC for incidents on Aero Club aircraft. The Installation Maintenance Advisor will accompany and assist the DOPP monitor with the investigation.

3.3. The DOPP monitor will draft and forward dropped object incident messages to 375 MXG/CC for approval, and provide courtesy copies via E-mail to HQ AMC/LGMMP, 375/932 AW/CC, 375/932 AW/CV, 932 MXG/CC, 375/932 OG/CC, and 15 AF/LGM.

3.4. Per AFI 21-101, AMC1, HQ AMC DOPP reporting procedures will become web-based (i.e., access for primary/alternate DOPP monitors only). The DOPP monitor will submit a copy of the proposed reporting format via E-mail to 375 AW/CC through 375 MXG/CC for approval prior to putting the information into the web-based system. The DOPP monitor will send courtesy copies of the approved message to 375 AW/CC, 932 MXG/CC, 375/932 OG/CC, 932 AW/CV, and 15 AF/LGM.

4. Dropped Object Prevention Program Meeting.

4.1. The quarterly DOPP meeting will be combined with the quarterly Foreign Object Damage Prevention Committee Meeting referenced in SAFBI 21-101, *Foreign Object Damage (FOD) Prevention Program*.

JOHN L. STRUBE, Colonel, USAF
Vice Commander, 375th Airlift Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, *Aerospace Equipment Maintenance Management*

SAFBI 21-103, *Dropped Object Prevention Program (DOPP)*

SAFBI 21-101, *Foreign Object Damage (FOD)*

Abbreviations and Acronyms

AW—Airlift Wing

CLS—Contractor Logistics Support

DCMA—Defense Contracting Management

DOPP—Dropped Object Prevention Program

DCMA—Defense Contracting Management Agency

GSU—Geographically Separated Unit

MACC—Maintenance Aircraft Coordination Center

MOC—Maintenance Operations Center

MXG—Maintenance Group

QA—Quality Assurance

QAP—Quality Assurance Personnel

QAR—Quality Assurance Representative

Attachment 2

DROPPED OBJECT PROGRAM MISHAP INVESTIGATION WORKSHEET

1.	DOPP Report Number: (QA Will Assign This Number)			
2.	MDS: (Circle as Applicable)	<u>C-9A</u>	<u>C-21</u>	OTHER:
3.	Type Mission & Mission Profile:			
4.	Aircraft Tail Number:			
5.	Owning Organization & Base	375th Airlift Wing	Scott AFB IL	
6.	Origin of Sortie:			
7.	Date of Incident:			
8.	Discovery Location: (If Different than Origin of Sortie)			
9.	Geographical Location of Object: (If known)			
10.	<u>Item:</u>	<u>Noun:</u>	<u>Description:</u>	
<u>Use information from the applicable aircraft –4 series Technical Order or Commercial Manual</u>				
11.	<u>T.O:</u>	<u>Figure:</u>	<u>Index:</u>	
12.	Part Number:			
13.	Work Unit Code (WUC):	_____		

14.	Date of Last:	HSC/100 Hour Inspection:	ISO/Annual Inspection:
15.	Last Known Maintenance Performed in the Area:		Date:
16.	Investigation Findings (cause):		<u>(QA Investigation Results)</u>
17.	<u>Cost to Repair or Replace:</u> (QA) \$ _____.	<u>Cost in Man-Hours to Repair: (QA)</u> \$ _____.	
18.	Actions to Prevent Recurrence:		<u>(QA Conclusions)</u>
19.	Deficiency Report Submitted: (QA)	YES	NO

20.	Unit POC Information:	(QA Submission)
Rank and Name:		
DSN & Commercial	DSN: 576-8774	Commercial: (618) 256-8774
E-mail Information		
21.	Other Pertinent Information:	(QA Submission)